

**POSITION AVAILABLE:** Cottage Life Attendant (*Middle School Boys Department*)

**QUALIFICATIONS:** **KNOWLEDGE:** Thorough knowledge of working with youth in a residential setting; knowledge of proper personal hygiene and other self help skills; understanding the behavior, personality and growth of children of all ages; understanding the social/emotional needs of hearing impaired and visually impaired youth.

**ABILITIES:** Ability to communicate effectively orally, in writing and in sign language. Must be able to prepare and maintain clear and concise records and reports; follow explicit oral, written and signed instructions; act as a role model for students; enforce rules and regulations with fairness and consistency; and establish and maintain effective work relationships with those connected in the course of work.

**SKILLS:** Interest in and ability to learn sign language; good interpersonal communication skills.

**EDUCATION AND EXPERIENCE:** Must have a high school diploma or equivalency. During the probationary period, Cottage Life Attendant I must successfully complete Advanced Training Course for Residential Child Care Workers course to advance to CLA II. This program has been developed by the National Resource Center for Youth Services at the University of Oklahoma and is conducted by the staff at the Montana School for the Deaf and the Blind. Must possess a current Montana driver's license and pass background check with law enforcement.

**TYPICAL DUTIES:** Provide after school and occasional morning wake-up of students. Responsible for the whereabouts of the students during the employees shift. Assist in the cleaning of the area as well as the instruction of students in cleaning and maintaining age appropriate self-help care. Make sure that ill students are seen at health services department as childcare staff do not provide any medical care or maintain any medications for the students. Provide assistance and instruction in supervision of play activities on and off-campus. Work under the direct supervision of lead houseparent and supervising counselor.

**SALARY:** Starting rate is Grade 8 (\$8.095); completion of training advances to Grade 9 (\$8.808)

**STARTING DATE:** February 5, 2005

**CLOSING DATE FOR APPLICATIONS:** February 1, 2005 (or when filled)

**INQUIRIES AND APPLICATION TO:**

Jim Kelly  
3911 Central Avenue  
Great Falls, MT 59405

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